

Retention and Classification Report

Agency: Department of Agriculture and Food. Horse Racing Commission
(3729)

,

Records Officer Sue Munteer

28563	Accounts receivable and accounts payable invoices
28564	Administrative hearing records
28559	Applications for horse race licensing
28576	Travel records

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28563

3

TITLE: Accounts receivable and accounts payable invoices

DATES: 1982-

ARRANGEMENT: Chronological by year; thereunder by month

DESCRIPTION:

These records document monetary transactions, both accounts payable and accounts receivable, between the Horse Racing Commission and other state and non-state agencies or institutions for supplies, services, or repairs. The records are used to verify amounts owed and amounts paid and the cost of operations for the horse racing program in Utah.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 2.

AUTHORIZED: 07/30/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

Documents are used to track accounts receivable and accounts payable.

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28563

TITLE: Accounts receivable and accounts payable invoices

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28564

3

TITLE: Administrative hearing records

DATES: 1982-

ARRANGEMENT: Chronological by year; thereunder by month.

DESCRIPTION:

These records document administrative hearings conducted as part of the horse racing regulatory process, or to review proposed rules and changes, and may include opening remarks, citations, all submitted evidence, affidavits, rulings, settlements, complaints, and general correspondence. The Utah Horse Racing Commission (UHRC) is responsible for overseeing horse racing in the state of Utah. This includes drug testing of the animals, administration of the horse racing regulations, stewardship of all horse races and investigation into allegations of wrongdoing and hearings if needed. These records are consulted if questions about past hearings arise due to newly-alleged regulatory violations, newly-discovered evidence, escalating legal action in which the hearing files may be usable as evidence or reference, or other similar types of developments.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 2.

AUTHORIZED: 07/30/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28564

TITLE: Administrative hearing records

(continued)

APPRAISAL:

Administrative Historical

These records are consulted if questions about past hearings arise due to newly-alleged regulatory violations, newly-discovered evidence, escalating legal action in which the hearing files may be usable as evidence or reference, or other similar types of developments.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(10)2014

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28559

3

TITLE: Applications for horse race licensing

DATES: 1982-

ARRANGEMENT: Chronological by year, thereunder by month

DESCRIPTION:

These records contain race horse owners' applications to enter a horse into competition in Utah during a race season. For approved applications, receipt of payment for licensing fees is also included. The records are used to document application and payment, and are considered a licensing agreement once they are approved. The records include an application for horse racing privileges in Utah for the designated race season, proof of payment for approved applications, or reason for denial for disapproved applications.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28559

TITLE: Applications for horse race licensing

(continued)

APPRAISAL:

Administrative

These records carry administrative value as they show documentation of approval or disapproval of racing license application, payment if applicable, applicant contact information.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(1)(i) 2014

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28576

3

TITLE: Travel records

DATES: 1982-

ARRANGEMENT: Chronological by year, thereunder by month

DESCRIPTION:

These records document the accrual and reimbursement of expenses associated with travel by agency members, or others authorized to travel on behalf of the agency, in the course of attending meetings, races, and training sessions. The Utah Horse Racing Commission (UHRC) is responsible for overseeing horse racing in the state of Utah. This includes drug testing of the animals, administration of the horse racing regulations, stewardship of all horse races and investigation into allegations of wrongdoing. Records may include travel authorizations, per diem vouchers, transportation requests, hotel reservations, and other supporting records used to justify travel reimbursement.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 44.

AUTHORIZED: 08/27/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Department of Agriculture and Food. Horse Racing Commission

SERIES: 28576

TITLE: Travel records

(continued)

APPRAISAL:

Administrative

These records document the reimbursement of expenses accrued by agency members, or others authorized to travel on behalf of the agency, while traveling to attend meetings, races, and training sessions.

PRIMARY CLASSIFICATION:

Public